Meeting of the Senate

Date: 24 June 2015

Present: The Vice-Chancellor, in the Chair
Ms Annabel, Mrs Arnold, Mr Ashman, Professor Askes, Professor Ayscough, Dr Beck, Professor Biggins, Dr Blake, Professor Brandist, Professor Buck, Dr Butler, Professor Campbell, Dr Cotter, Professor Cowell, Professor Crowther, Professor Dickerson, Professor Dobson, Dr Fairclough, Professor Flint, Dr Foster, Professor Gillet, Ms Green, Professor Grundy, Professor Harrison, Dr Hernandez, Professor Hitchmough, Dr Horn, Professor Hounslow, Mr Hudson, Professor Jackson, Mr Jary, Professor Jones, Dr Kitchen, Professor Koh, Dr MacIntosh, Dr Mackenzie, Professor Malley, Mrs Marriott, Professor Marsh, Professor Martin, Mr McAuley, Ms McClean, Ms McKeown, Dr McMillan, Dr Miller, Dr Molyneux-Hodgson, Mrs Moore, Miss Morgan, Professor Murdoch-Eaton, Professor Nicholl, Dr Nichols, Dr Nicholson, Dr North, Professor Oglethorpe, Dr O’Reilly, Miss Patticini, Professor Peat, Dr Perraton, Professor Phillips, Dr Pope, Mr Rapier, Mr Sexton, Professor Simons, Mr Stern, Dr Swift, Mr Sykes, Professor Valentine, Dr Vasilaki, Professor Vincent, Professor Von Fay-Siebenburgen, Professor Walters, Professor Warren, Dr Watson, Professor Williams

Secretary: Dr A West

In attendance: Mrs Barker, Mr Brown, Mr Dodman, Ms Green, Mr Rabone, Mr Swinn, Ms Griffin, Professor P Bath, Mrs Birch, Mr Brown, Ms Fulton, Ms Green, Ms S Oliver, Ms J Purves, Mr Rabone, Mrs Stephens, Ms Vinnicombe, Ms Binnie, Ms Burns, Mr Diaz De Aguilar Puiggari, Mr Harrison, Ms Jahan, Ms Lim, Mr McMorrow, Mr Parekh, Ms Shafritz

Apologies: The Senate received apologies from 26 members.

WELCOME

The Vice-Chancellor welcomed the Student-Officers-elect, who were attending the meeting as observers. On behalf of Senate and the wider University the Vice-Chancellor thanked the outgoing Officers for the valuable work and contribution to the University during the year. The Vice-Chancellor congratulated Professor Nicholl on his award of a CBE in the Queen's Birthday Honours List.

DEATHS

The Senate noted with regret the following deaths, which had occurred since the last meeting:

Karima Mohamed Al-Mansoori, postgraduate student in the Department of Neuroscience, who passed away February 2015, aged 31.

Mr Terry Antcliffe, Logistics Assistant in the Department of Estates and Facilities
Management, and a member of staff from 4 May 1999 to 2 October 2013, aged 68.

**Mr Julian Birch**, Lecturer in the Department of Politics, and a member of staff from 1968 to 2005, aged 70.

**Dr Raymond Brook**, Senior Lecturer in Metallurgy in the Department of Materials Science and Engineering, and a member of staff from 1965 to 1990, aged 82.

**Moon Woo Cho**, undergraduate student in the Department of Town & Regional Planning, who passed away February 2015, aged 24.

**Dora Rachel Franks Daniel**, undergraduate student in the School of English and the English Language Teaching Centre, who passed away February 2015, aged 27.

**Mr Philip Healy**, Director of the South East Asia Office, and a member of staff from 1976 to 1999, aged 66.

**Maurice Owen Hindle**, Senior Lecturer in the School of Clinical Dentistry, and a member of staff up to 1994, aged 84 years.

**Maxwell Stanford Spencer Kohler**, undergraduate student in the School of Law, who passed away May 2015, aged 20.

**Mrs Dorothy Losel**, Lecturer in the Department for Animal and Plant Sciences, and a member of staff from 1972 to 1998, aged 80.

**Mr Ronald Newman**, Technician in the Department of Civil and Structural Engineering, and a member of staff from 1960 to 1984, aged 82.

**Emeritus Professor Robert John Nicholson**, Professor of Econometrics in the Department of Economics, and a member of staff from 1971 to 1986, aged 92.

**Professor Josephine (Jo) Steiner**, Professor Associate in Department of Law, and a member of staff from 1976 to 1996, aged 82.

Members stood in memory.

1. VICE-CHANCELLOR’S PRESENTATION AND REPORT

   The Senate received a presentation from the Vice-Chancellor in which attention was drawn to the following points:

   (a) Challenges and Opportunities: Significant cuts in funding to the BIS budget had been announced following the Conservative victory in the General Election with further, deeper cuts expected in the Budget on 8 July and the subsequent Spending Review. The HE funding model and its broader social and economic implications continued to be scrutinised and debated; Paul Blomfield MP had introduced a recent Westminster debate about the importance of adequately funding science and innovation, particularly to regional prosperity. The possible introduction of a teaching evaluation framework, whilst a worthy aspiration, would represent a sizeable challenge; the excellence of the UK’s quality assurance systems was already globally recognised.

   Opportunities included those around regional devolution, particularly through the LEP Science and Innovation Board; internationalisation; and the
development of apprentice pathways into HE, in which the University was playing a leading role and had recently been successful in a bid to the HEFCE Catalyst fund to support further developments. The vital role of HE was noted in ensuring that the UK possessed a well-trained and educated populace but this had become increasingly challenging to deliver in the context of long-term decline funding for education, training and research and the current attention on existing funding models, in which some changes to UG were possible and PGT likely.

(b) **Strategic Plan Update:** A series of successful consultation and development events had been held since the last meeting of Senate, most recently at a Council away day. It was noted that the purpose of the Plan was not to prescribe the nature of colleagues’ activities but to provide the overarching narrative and context for these activities by expressing the kind of institution that the University strove to be. Both Senate and Council would have a further opportunity for discussion in October.

(c) **Engagement with the City Region:** Professor Jones gave a presentation outlining the nature of the University’s developing strategy for engaging with the City Region. This was a particularly timely development given the new Government’s emphasis on enhancing regional economic performance, the ‘Northern Powerhouse’ and the resulting rebalancing of the national economy. The contribution of universities to regional economies was a key element of this debate and the University was in a strong position to build on past and current successes.

(i) **A two-way relationship:** The University needed to reflect on its principal aspirations for the SCR whilst remaining cognisant of its institutional needs. It was similarly important to identify the key themes to guide interactions with regional partners that would maximise the positive impact on both the region and the institution, for example by working together to drive economic growth and attract investment, addressing persistent negative perceptions and increasing the number and diversity of local businesses.

(ii) **An Emerging Narrative:** A series of mutually reinforcing strategic themes had been devised to inform the University’s engagement in the Sheffield City Region (SCR). The University was a strong, global institution that attracted talent to the region, it was actively engaged in a range of work to enhance the cultural and economic vibrancy of the City centre and was playing a leading role in the resurgence of high value manufacturing. The concept of ‘well-being and fairness’ underpinned these elements, being a motivating factor for many staff and students and an area in which a variety of activities were taking place. Clarification was provided that the underpinning concept of well-being and fairness would help to benefit students, who formed a significant proportion of the local population requiring access to health and/or social care.

(iii) **An Advanced Manufacturing Innovation District and a Vibrant City Centre:** The idea of establishing the UK’s first Advanced Manufacturing Innovation District continued to gain momentum with the support of local and national Government. The initiative sought to build on the University’s leading role in translational research, including through the AMRC the Sir Henry Royce Materials Institute, by working with the City
to provide the necessary supporting infrastructure. Complementary to that initiative were collaborative efforts to enhance and develop the cultural and physical vibrancy of the city by building on public engagement events, notably Festival of the Mind and Sheffield Volunteering, and connecting the public realm improvements and ‘greening the city’ contained within the Estates to Master Plan to relevant aspects of city-wide planning.

(iv) **Reflections:** The University was proud of the achievements of its staff and students and the positive impact that they had in the City and SCR but it was increasingly important to celebrate and share those successes in the context of wider debate about the role of universities as anchor institutions. Members were asked to consider how they and colleagues could contribute to the engagement agenda, for example by using internationally leading research to inform and develop regional initiatives, an approach which had already achieved notable success. It was noted that in its interactions with SCR the University needed to demonstrate its commitment to true partnership, rather than paternalism.

(d) **Public Value:** Professor Jones provided an overview of the new UEB Public Value Sub-Group, which had replaced the former CSR Sub-Group with an updated membership and remit. The key change was the use of the Sub-Group to think about how the University makes a positive difference and demonstrating this, for example through its current focus on issues of sustainability and contributing to the debate about decarbonising the energy economy, including the organisation of a public debate as part of a review of the totality of relevant institutional activity. Members were invited to comment on the draft position statement that was available via the Senate Google Drive.

(e) **Student Systems Project:** This was a large scale lengthy project, with significant costs attached, that was intended to ensure that the University had in place robust IT systems and processes to manage and evaluate its student data that would meet long-term institutional needs. A great deal of thought and wide-ranging consultation with colleagues had taken place to date but Members were urged to ensure that all staff with an interest or expertise input to the Project Group as the project progressed. This would ultimately facilitate a smooth implementation and transition to the new system.

(f) **Executive Structure:** The Vice-Chancellor congratulated Dr West on his appointment as University Secretary, with effect from 1 July. The new Deputy Vice-Chancellor and Pro-Vice-Chancellor (Learning and Teaching) would join the University on 1 September. Recruitment for the Pro-Vice-Chancellor for Medicine was ongoing and the Vice-Chancellor thanked Professor Weetman for agreeing to continue in post in the meantime. On behalf of Senate the Vice-Chancellor thanked Professor Peat for her work as interim Pro-Vice-Chancellor (Learning and Teaching).

(g) **New University Chancellor:** The Rt Hon Lady Justice Anne Raferty, DBE, PC would be installed as the University’s eighth Chancellor at a ceremony on 26 November in Firth Hall attended by staff, students and alumni and featuring the presentation of two honorary degrees. An alumnus of the University, the new Chancellor was strongly committed to the institution and, more
generally, to the widening participation agenda.

(h) **UEB-HoDs Forum:** The UEB-HoDs forum on 1 July would include a discussion about the operation and effectiveness of Senate as the body responsible for matters of academic governance on behalf of Council. All Senators were invited to send any comments to the HoDs liaison group to feed into the session.

2. **MINUTES OF THE MEETING HELD ON 25 MARCH 2015**

The Minutes of the meeting held on 25 March, having been circulated, were approved.

3. **MATTERS ARISING ON THE MINUTES**

There were no matters arising on the Minutes.

4. **MATTERS REQUIRING APPROVAL**

Senate received and noted a summary of the matters within the Reports from Committees of the Senate and Other Matters sections of the Agenda for which Senate’s formal approval was sought.

5. **LANGUAGES REVIEW**

Senate received and noted a briefing on the progress of the institutional review of languages provision. This was intended to identify the means by which to build on and maximise existing strengths in order to achieve a more distinctive and sustainable model in the context of national funding and recruitment challenges and institutional priorities. A Languages Review Group had been established and with cross-University representation a series of initial meetings had taken place. A dedicated Away Day had also been arranged to take place during July, to which a number of external prospective attendees had been invited. The Review was being overseen by a Languages Review Group, which would make recommendations to Senate at its meeting in October.

6. **RECONFIGURATION OF DEPARTMENTS IN THE MEDICAL SCHOOL: RESPONSE TO THE TOOKE REVIEW OF LIFE SCIENCES**

Senate agreed to recommend that Council approve the following departmental mergers in Medical School in the Faculty of Medicine, Dentistry and Health that would lead to the School being comprised of 3, rather than 5, individual departments:

- Cardiovascular Science and Infection & Immunity;
- Human Metabolism and Oncology.

These proposals formed part of the wider response to the review of the University’s Life Sciences provision conducted by Sir John Took in 2013/14. They were intended to contribute to the implementation of that report’s findings by facilitating greater concentration of activities and enabling team science and cluster working aligned to five of the eight themes that had been identified for further work. A thorough process of consultation with both staff and students had been undertaken and it was clarified that only a small number of professional services roles would change
under the new structure and that there would be no redundancies. In addition, the revised structure was expected to enhance provision to students by refining the administration of units which already collaborated to deliver taught programmes under the overall aegis of the Medical School. Further recommendations would be made to Senate and Council in due course regarding the new names for the departments following further discussion with staff.

Subject to Council approving the merger of departments, above, Senate agreed to recommend to Council an amendment to the University’s Regulations relating to the composition of Senate to reflect the new departmental structure.

REPORTS FROM STATUTORY BODIES

7. REPORT ON THE PROCEEDINGS OF THE COUNCIL
(Meetings held on 20 April 2015)

Senate received and noted the Report on the Proceedings of the Council.

REPORTS FROM COMMITTEES OF THE SENATE

8. REPORT OF THE LEARNING AND TEACHING COMMITTEE
(Meeting held on 20 May 2015)

Senate received and approved the Report, including:

(a) Proposed Establishment of a Joint Institute with Nanjing Tech University:
Senate considered a proposal to establish a Joint Institute with Nanjing Tech University in China, to be implemented in September 2016. This was a strategic partnership for the Faculty of Science that sought to build on existing links, which included a ‘3+1’ model delivered in Sheffield and Nanjing, in a sustainable manner that enhanced opportunities for staff and student exchanges and partnerships for both research activities and taught programmes, at UG and PG level. In particular the model would include a ‘4+0’ option that did not require students to undertake any period of study in Sheffield. It was confirmed that staff would have a choice about whether or not to teach in Nanjing, which would not be compulsory.

Senate approved the proposal in principle, subject to the further work required to develop the academic delivery model with appropriate and effective quality assurance mechanisms, a financial business case and specific programme approvals that would be sought through relevant departmental, faculty and Senate committees. It was noted that a Nanjing Coordination Group already existed to oversee current collaborative provision and it was intended that this would oversee any new provision arising through the new Joint Institute in due course. Further work would seek to address a number of challenges and concerns raised by the departments involved in the project. An application would need to be submitted to the Chinese Ministry of Education by September 2015.

Clarification was provided about the wider context in which these proposals had been developed, whereby the Chinese Ministry of Education was seeking to limit the number of collaborative programmes with overseas universities to no more than six in total per institution. However, programmes delivered through a Joint Institute would altogether count as one single ‘programme’ and without the need for central authorisation, thereby adding greater flexibility. In addition, this would increase the scope to develop another five collaborative arrangements in China in the future, opportunities which would otherwise be
more limited by Ministry rules. Further clarification was provided about the nature and scale of other UK HEIs’ operations in China, particularly the University’s Russell Group peers. It was noted that while the Joint Institute model offered greater permanence than a partnership arrangement it was time limited and afforded the University greater control and certainty over the circumstances in which it would consider withdrawal. Confirmation was provided that the Joint Institute model was a vehicle to expand academic provision and that there would be no capital requirement.

(b) **Personal and Academic Tutoring:** Senate approved a series of recommendations relating to personal and academic tutoring, including Principles of Personal and Academic Support that were based on those approved by Senate in 2011 and followed an extensive period of discussion and consultation during 2014/15. It was clarified that, with respect to PGR students, the Doctoral Academy had been charged with ensuring that policies and systems were in place that complemented those for taught students. It was noted that a number of measures were already currently available to PGR students to ensure that the University fulfilled its existing commitments to PGR students in both pastoral and academic matters.

It was confirmed that a number of departments already met or exceeded the baseline expectations but, in order to ensure that those did not receive appropriate support in enhancing their provision, it had been suggested that FDLTs lead a review as part of Annual Reflection in 2015/16. The requirement to prepare a written record of each meeting would ensure the continuity of support and information offered to students in the event of a change in personal tutor. The reports should be agreed by both the tutor and student.

(c) **Governance Arrangements for the Advanced Manufacturing Centre-Training Centre:** Governance arrangements for the oversight and quality assurance of higher and advanced apprenticeship provision at Levels 3-5 were approved. Current and future HE provision at Levels 6 and 7 would continue to be overseen by existing mechanisms.

(d) **Proposed policy on Grade Conversion for Study Abroad:** A policy on Grade Conversion for Study Abroad was approved, subject to further detailed, practical discussions with relevant individuals in departments with specific responsibility for grade conversion and equivalence. The policy would apply to all programmes where students study abroad, including collaborative provision and Erasmus programmes. It was based on current best practice and met the expectations of the Quality Assurance Agency’s Quality Code.

(e) **Senate Awards:** Senate approved and congratulated the winners of Senate Awards for Excellence in Learning and Teaching. Congratulations were also extended to the winners of Students’ Union Awards.

(f) **Proposed Amendments to the General Regulations:** Three amendments to the General Regulations were approved.

(g) **New and Significantly Amended Programmes:** Senate approved new and significantly amended programmes approved by faculties between 3 February and 7 May 2015. It was clarified that the new programme approved in Chemistry was an MSc Chemistry, rather than the PGDip as stated in the
related papers.

(h) **Partnership Arrangements for taught Collaborative Provision:** Two new collaborative partnership arrangements with Athens Tech, Greece, were approved. Senate also approved the renewal of a number of collaborative partnership arrangements and models.

(i) **Quality Assurance Agency Review of Transitional Education:** Attention was drawn to preparations that were underway for a QAA review of transnational education in Greece, Cyprus and Malta, which included the University’s provision in the region, the largest of which was the International Faculty.

9. **RESEARCH ETHICS COMMITTEE**  
(Meetings held on 13 May 2015)

Senate received and approved the Report. This included a review of the annual report on ethics applications processed by departments between February 2014 and January 2015. For the first time the process had used an Annual Return to help share examples of good practices in ethics applications that could be disseminated across the University and to identify additional training needs. It was noted that the online ethics application system would be in use across all departments during 2015/16, which would enable the report to be produced centrally, thereby reducing the administrative burden on academic departments. Attention was also drawn to the development of introductory training videos to complement existing resources and the implementation of enhancements to the online Ethics Application System. On behalf of Senate, Professor Bath thanked a number of members of the Committee whose terms of office would expire at the end of 2014/15. In addition thanks were extended to all of those staff who had contributed to the work of the Committee and to ensuring the robustness of the University’s ethics processes in general.

10. **REPORT OF THE RESEARCH AND INNOVATION COMMITTEE**  
(Meeting held on 20 May 2015)

Senate received and approved the Report, including work to ensure the consistency across the faculties of the DDP Research Integrity module, a series of developments in furtherance of the objectives of the University’s IIEE Strategy and drawing attention to a range of ongoing work in faculties and in R&IS to support University research and respond to the wider research environment. In addition, a series of developments relating to the Doctoral Academy were noted, in particular a series of priority projects. It was agreed that this list should include a further priority relating to Personal and Academic Tutoring (see Minute 8 (b), above).

11. **REPORT OF THE SENATE BUDGET COMMITTEE**  
(Meetings held on 28 April and 4 June 2015)

Senate received and approved the Report, including work to follow-up the recommendations that the Committee had made at Senate in June 2014, responses to which had now been received. These had led to useful discussions with the Director of Finance about the current and future processes for setting Professional
Services departmental budgets, noting additional clarification that not all departments had received a ‘flat cash’ budget in the past.

It was reported that the Committee had recently concluded its meetings with individual Faculty PVCs and detailed findings would be reported to Senate in October following further reflection by the Committee at its final meeting of the year, on 9 July.

12. REPORT OF THE SENATE NOMINATIONS COMMITTEE
(Meeting held on 20 May 2015)

Senate received and approved the report, including:

(a) **Appointment and Reappointments**: The appointment and reappointment of Senate representatives on University committees was approved.

(b) **Duration of Appointments**: Senate approved a recommendation that annual reappointments should be made upon receipt of a supporting case, according to the particular circumstances; and that second 3-year appointments could be recommended by committees, backed by a supporting case, according to the particular circumstances. The Committee was seeking to establish a principle that reappointments should not be regarded as routine, but that these would continue to be considered on a case by case basis. It was noted that further work was planned to encourage more colleagues to put themselves forward to stand on committees, with particular regard to equality and diversity, given that only a relatively small number of vacancies had more than a single nominee.

REPORTS FROM THE JOINT COMMITTEES OF THE SENATE AND COUNCIL

13. REPORT OF THE HONORARY DEGREES COMMITTEE
(Meetings held on 12 March 2015)

Senate received and noted the Report of the Honorary Degrees Committee.

REPORTS FROM COMMITTEES OF THE COUNCIL

14. REPORT OF THE ESTATES COMMITTEE
(Meetings held on 12 May 2015)

Senate received and noted the Report of the Estates Committee.

15. REPORT OF THE FINANCE COMMITTEE
(Meetings held on 23 January, 24 February and 12 March 2015)

Senate received and noted the Report of the Finance Committee.

16. REPORT OF THE HUMAN RESOURCES COMMITTEE
(Meeting held on 12 March 2015)

Senate received and noted the Report of the Human Resources Committee.
OTHER MATTERS

17. AMENDMENT TO THE UNIVERSITY STATUES- COUNCIL MEMBERSHIP

Senate received and noted proposed amendments to the University’s Statutes relating to the composition of Council, which Council would be asked to approve on 6 July.

18. QUARTERLY FINANCIAL RESULTS SUMMARY

A report on the quarterly financial results to 30 April 2015 was received and noted.

19. REPORT ON ACTION TAKEN

A Report on action taken since the last meeting of the Senate was received and noted.

20. MAJOR RESEARCH GRANTS AND CONTRACTS

A Report listing major research grants and contracts awarded since the last meeting of the Senate was received and noted.

These Minutes were confirmed at a meeting held on 21 October 2015

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